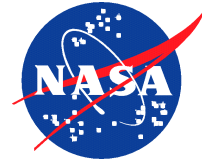


National Aeronautics and  
Space Administration



**Headquarters**  
Washington, DC 20546-0001

Reply to  
Attn of: SMD/DAAR

12 February 2018

MEMORANDUM FOR THE RECORD

RE: Guidance on the Application of *NASA Science Mission Directorate Class-D Tailoring/Streamlining Decision Memorandum* (signed 07 December 2017) to Currently Active Explorers Program AO Competitions

There are currently four active Explorers Program AO competitions, the Astrophysics Medium Explorer (MIDEX) and Missions of Opportunity AOs and the Heliophysics Small Explorer (SMEX) and Missions of Opportunity AOs which have selected proposals for Phase A studies that may meet the criteria for the application of the “tailored Class-D processes” outlined in the *NASA Science Mission Directorate Class-D Tailoring/Streamlining Decision Memorandum* (hereafter referred to as the Decision Memorandum). In order to maintain a level playing field for all of the teams competing in the Step-2 competitions, I am directing that all Class-D Missions and Missions of Opportunity selected to perform Phase A studies from these competitions base their Concept Studies on the untailored processes for Class-D missions enumerated in NPR 7120.5E Change 14, unless they have already been specifically instructed by a Program Officer leading one of the competitions to follow the processes in the Decision Memorandum.

NASA recognizes that for those missions that could use the tailored Class-D processes in the Decision Memorandum and that have not been instructed to do so, there may be cost and schedule benefits that would not be realized. Program Officers leading these competitions should allow the inclusion of a short (3-5 page) optional appendix to the Concept Study Report outlining the impacts to moving missions to the “tailored Class-D processes” in the Decision Memorandum after down-selection. It is expected that any decision to alter the risk class from Class-D or tailored Class-D as identified in NPR 7120.5E Change 14 to tailored Class-D governed by the Decision Memorandum will be made during negotiation of the Phase B contract.

**Signature on file**

Michael H. New, PhD  
Deputy Associate Administrator for Research  
Science Mission Directorate